Presenter Proposal Information Sheet

Important Information for Interested Speakers

Thank you for your interest in speaking at the EEOC Training Institute's (EEOC's) 2016 EXCEL Conference.

In order to be considered as a speaker for the Conference, we need to know about your area(s) of expertise, and your proposal(s) for a presentation. **Please complete and return the following presenter form (see below).**

Some important items to note follow:

- Due to the high volume of proposals we receive, we only notify those selected to speak. If you are accepted for the EXCEL Conference you will be notified by April 4, 2016**.**

- Please note that EEOC's 2016 EXCEL Conference provides travel allowance and per diem to selected speakers. See the "Travel" section below for additional information.

- This form must be completed in full and submitted **NLT <u>January 11, 2016</u>**, for primary consideration for the 2016 program.

ABOUT EEOC'S EXCEL CONFERENCE

Who attends EEOC's EXCEL Conference?

Industry Sectors:
• Federal Government………………86%
• Military ....………… 10%
• Other*……………………………...04%

Years of Experience:
• Less than 2 year…...………………20%
• 2-6…………………………………....60%
• 6+…………………………………….20%

Exhibitors in the EEOC's EXCEL Conference are sales and marketing professionals representing the Federal government and EEO professionals. Conference exhibitors are invited to participate in the conference seminars along with the attendees.

Presenters can generally expect a seminar audience from 50 to 300 attendees.

Why should you speak at the EXCEL Conference? Presenting for an EEOC's EXCEL Conference gives you the chance to speak to a vast audience. It presents a unique marketing opportunity for speakers, who often schedule additional engagements with those in the EEO community.

Consider speaking for EXCEL Conference to share your experience and expertise, increase your professional visibility, and get recognition for your knowledgeable and creative contributions to the leading Federal EEO conference.

Among the many marketing opportunities EEOC provides speakers:

- Exposure in marketing materials including direct mail, email, social media, web & print advertising.

- Exposure to 1000 – 1500 EEO professional at the conference, your presentation available online pre-event for registrants to view, and post-event for those that attended to view.

How are speakers chosen?

Presentations should expand the knowledge base of the attendee, presenting new twists on an old idea/practice, solutions to a new challenge, best practices or new trends. Attendees should leave with knowledge, ideas, tools and know-how that will help them excel in their jobs and bring value to their organizations.

All submissions will be evaluated with respect to a variety of criteria, including timeliness of topic, originality, and educational value to attendees. Other guidelines include:
- Engaging and appropriate title
- Clear and accurate description of the proposed content
- Realistic and actionable take-aways
- Practical, relevant, and/or innovative content that meets the audience's needs and interests
- Experience and qualifications of the presenter(s)
- Potential to contribute to a well-balanced conference program
- Evaluation data from previous EEOC EXCEL conferences
- Geographic location of the presenter(s)
- Proposals of a commercial nature which promote or market particular products and/or services, will not be considered.

What can you expect as an EXCEL Conference presenter?

If you are accepted as a presenter, you will be notified by **APRIL 4, 2016**. Upon acceptance, you will receive a Speaker's Agreement and additional details.

For marketing purposes, EEOC's 2016 EXCEL Conference reserves the right to edit the title, description, and take-aways. All changes will be shared with the presenter for mutual agreement.

EEOC's 2016 EXCEL Conference is a paperless meeting. No handouts will be duplicated or distributed by EEOC onsite. Electronic copies of presentations and/or handouts in PDF and accessible format's will be posted on-line prior to the first day of the conference and made available to registered attendees, accordingly if you are identified as a presenter we need your presentation submitted no later than **MAY 2, 2016**, before the conference otherwise your presentation will be withdrawn and replaced. In addition, you will need to bring a copy of any power point presentations you plan to use on a flash drive. Presentations will not be pre loaded on lap tops used in individual workshops.

All meeting rooms at EEOC EXCEL Conference have a standard room set (classroom style) to maximize seating for attendees. There is a lectern and 6' table in the front of the room (risers will only be used in the general sessions). All rooms will have: a wired lavaliere microphone, power, laptop computer and LCD projector with screen.

EEOC's EXCEL Conference is a non-commercial forum. Under no circumstances may a presenter promote a product, service, or anything else representing monetary self-interest. Failure to comply will impact future consideration to present at the conference.

What are the common reasons for non-acceptance of proposals?
- A large number of strong proposals were received, not all of which could be accepted due to timing/space considerations.
- Multiple proposals with overlapping content were received.
- The facilities at the particular meeting site may not accommodate the technical needs of the presentation.
- The proposal does not meet the goals of the conference.
- The proposal is too narrowly focused or may not have wide appeal.
- The proposal was not submitted according to the instructions.
- The proposal was vague or did not provide enough information.

Travel

Please note that EEOC Training Institute's EXCEL Conference provides a limited travel allowance to selected speakers.

- At the discretion of conference management, speaker's will be authorized one nights lodging at the conference hotel and/or limited per diem for authorized expenses will be paid.

- Travel arrangements will be made and paid for by the EEOC Training Institute. Contact information will be provided if you are selected to be a presenter.

Proposal Submissions

The preferred method of submission is using the on-line proposal submission form, Click here **"Presenter Proposal Form"** for direct access to the on-line form.